

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 5 APRIL 2002**

I. CEFMS:

a. We made enhancements to the Purchase Request Technical Approval Screen (7.47) based on a request from CEIM. For the convenience of Information Management technical reviewers, the ITIPS Number has been added to the purchase request line item data. This enhancement will allow technical approvers to review ITIPS numbers without having to access another screen and also allow them to correct erroneous ITIPS numbers without having to disapprove the purchase requests and send them back to the originators.

b. We added a new data manager screen (10.198) to monitor and provide status of automated processes. The new screen will provide information to identify the name of the process, who initiated it, the last time it ran, the next time it is scheduled to run and whether or not the process is executing normally.

c. We added a new functionality to allow purchase requests that have been exported to CEFMS from the Facilities & Equipment Maintenance System (FEM) to be deleted if it is determined they do not need to be completed in CEFMS.

d. One of our systems accountants (Linda Brooks) attended the 4-week Professional Resource Management Class (PRMC) at Syracuse. The class visited a DFAS center as part of the training. Linda's overall impression was that CEFMS and the Corps of Engineers is very advanced in performing consolidated accounting functions and producing auditable CFO statements. The Auditor General, Mr. Gene Reardon, also made similar comments during his presentation to the class.

e. The following improvements to the CEFMS Civil Cost Share process were released:

1. Changed the names of screen and report fields to those which could be better understood by sponsors of cost sharing projects.

2. Added an additional information text field to the Cost Share Control record to permit miscellaneous information about the cost share project to be recorded.

3. Added a new memo amount field to the cost share control record to record the non-cost shared amount of a cost shared project.

4. Provided direct access from the cost share control screen to supporting data for amounts recorded on the cost share control record. Users can now go directly from the cost share control record to the federal funding register, non-federal funding register, customer advance accounts, non-cash cost detail records and supporting computations for the cash cost of a cost share project.

5. Provided a warning to the user recording funding that multiple funding registers exist for a civil project to insure the funding being recorded was recorded to the correct funding register.

6. Provided functionality to reassign cost share control records assigned to inactive responsible employees to an active employee. Provided email to effected employees advising of the reassignment.

f. We implemented a new functionality to identify Environmental Restoration customer orders to multiple projects and locations. This functionality was requested by HQS USACE.

g. We modified the CEFMS Invoicing and Receiving Report Screen to add pop-up messages to inform users when accruals exist on an obligation. This modification should help ensure the accuracy of our accrual transactions.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	785	796
Priority #1 Problem Reports	99	89
GUI Relate	1	1

Received 201 new problem reports and completed 212 problem reports.

b. Database Imbalances on our 61 Production Sites:

No. of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	54	51
One	4	1
Two	0	2
Three	0	3
Four	1	2
Five	1	0
Six	0	1
Seventeen	1	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	265
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	289

DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Mar 01 - 31</u>	YEAR TO DATE <u>Oct 01 - Mar 31</u>
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BY CHECK:

Checks Issued	18,079	98,799
Percent of Total	31%	31%
Dollar Amount	\$135,016,408	788,121,439

BY EFT:

Transfers Made	40,110	216,451
Percent of Total	69%	69%
Dollar Amount	\$703,493,600	4,114,737,844

IV. OTHER UFC ISSUES:

a. As required by the terms of our union contract, we have implemented procedures for the use of our Automated External Defibrillator (AED) and first aid kits. An internal emergency response team of eight employees has received training in the use of the AED, basic first aid assistance, and cardiopulmonary resuscitation.

b. Also in compliance with the union contract, we implemented procedures for reimbursing all Millington employees 50% of the membership fee for the Naval Support Activity, Mid-South Fitness Center.

c. On 4 April we conducted our annual Teacher's Appreciation program for the teachers of our adopted school, Millington Central High School. The Director and deputies presented the program at the high school. The program included a brief presentation by the Director recognizing teachers as our true heroes, an in-house produced video with the same theme, and presentation of certificates of appreciation to all teachers.

d. On 24 March, we notified all supported sites of a 25% reduction in support cost bills for the third quarter of FY 02. We also informed all the supported site that we were unlikely to reduce the fourth quarter bills. In addition, we advised the field sites that we would change our billing methodology in FY03, thereby eliminating facility account surpluses such as those experienced in FY02.

e. We are continuing to work on the manpower certification survey. This week we distributed instructions and examples to all directorates for preparation of the remaining information required for the initial baseline submission packages due 21 May. Controlling realignments and reorganizations during the six months prior to the survey will be a challenge. We may be forced to delay changes in business processes and technology, and the resulting gains in efficiency, to comply with the survey requirements.

f. During 8-11 April we will conduct two more sessions of customer service training. Additional sessions are planned for May through July. The training is for all UFC employees who interact with activities/customers outside the UFC, as well as those in support functions within the UFC.

g. On 2 April, we sent requests to the CEEIS Director at ERDC and to the PARC for access to the Standard Procurement System (SPS). We are initiating the post audit of commercial payments at the UFC, and access to SPS will allow reviewers to efficiently obtain the applicable procurement documents needed to perform these audits.

h. We are near completion of the mandatory FY02 management control checklist reviews. Our target date is 16 April, and only one checklist has not been completed. Also, annual management control training for managers will be completed by this same target date.

i. We have begun the required midyear review of Executive Direction and Management funding. Execution against our obligation plans for both General Expense and Operations and Maintenance, Army is within the plus or minus five percent criterion.

j. DFAS-IN provided training on the Defense Cash Accounting System (DCAS) during the week of 18 March 2002. DCAS software installation was completed on Cash Reports Division workstations, userids and passwords were reset by DFAS and access to the production database was tested and verified. We began transmitting files to DCAS on 1 April and experienced problems with duplication of records. This problem is being researched and resolved by CEFC-AS. In addition, Tony Hullinger, DFAS-IN, will be visiting the UFC next week to assist in resolving any identified problems.

k. With assistance from USACE supported activities and CERM-F, our Cash Reports Division came extremely close to meeting the 31 March 2002 OSD deadline for resolving all unmatched disbursements greater than 180 days old at 30 Sep 01 (the baseline). All aged interfund transactions in this category were cleared.

l. The UFC will begin submitting the Delmar 304, Interfund Transactions, for Europe this month. Cash Reports Division personnel visited TAC and Europe in March 2002 to learn their unique processes for foreign currency.

m. DFAS and KPMG personnel who prepare the CFO statements for the Defense-wide Military Construction funds visited our Reports & Analysis Division personnel last week to discuss the Construction-In-Progress (CIP) accounts for the Defense Military Construction Appropriation (970500). They requested that we provide more detailed information on the CIP transfers and would also like the data on a quarterly basis to comply with new CFO reporting requirements. We agreed to provide as much data as possible on a quarterly basis.

n. Our Reports & Analysis Division has been working with Field Reports Division to improve the accuracy of data submitted to the Treasury on Public Receivables Report, formerly known as the Schedule 9 report. Significant improvements have been made in providing detailed information that will facilitate verification of amounts reported within the various categories.

o. The CFO/RECON Division has begun compiling data for submission of the mid-year CFO statements due 30 April 2002. They began testing the web application for the Defense Departmental Reporting System (DDRS) through which the data is to be reported. However, DFAS and KPMG suspended the test after two days because of server-related technical issues that could not be resolved.

p. The second week of our CFO Military Workshops was successful. Many of the abnormal balances were resolved. Participants were provided detailed instructions to assist in researching, resolving or justifying abnormal balances. These instructions, greatly expanded since the first workshop, will be made available on the UFC website to assist all USACE activities in understanding abnormal general ledger account balances.

q. We electronically transmitted our CY 2001 IRS Forms 1099 to the IRS. This was the first year that we sent our Forms 1099 file electronically.

r. We are researching DFAS-IN's inquiries regarding anomalies with end strength and manmonths data reported on the Integrated Command Accounting Report (ICAR). The problem appears related to DFAS's summarizing labor obligations at the appropriation level instead of at the Army Management Structure Code (AMSCO) level.

s. We have started programming CEFMS to accept uploaded computation data from the Integrated Automated Travel System (IATS). When fully automated and uploaded, all necessary computation data will reside in the CEFMS database. At that time we will discontinue mailing the IATS computation and will amend the travel payment advice notices. The advice notices will tell travelers to access their CEFMS database for computation details of their travel vouchers. We will release more details on the pending changes as they become available.

t. On 1 April 2002, the Transatlantic Programs Center and the Europe District were consolidated to the USACE Finance Center for Operating Finance and Accounting Support. The physical consolidation went very smoothly. Staff at the three locations are engaged in refining operating processes to ensure that requirements are met.

u. On 27 March 2002, IATS representatives were on-site at the UFC to merge the Transatlantic Programs Center IATS database with the UFC database. This merge was the first time we had completed a merge of IATS data as a part of the consolidation process. The merge was successful and we have encountered no problems computing travel entitlements.

v. Ms. Diana Brightwell and Mr. Timothy Cox, representatives of our Travel Division, will provide Permanent Change of Station (PCS) Travel training to the Engineering Research and Development Center (ERDC) personnel.

w. Ms. Angela Shoemaker, Transatlantic Programs Center (TAC), was at the UFC during our consolidation of TAC to help resolve any foreign currency problems/issues. Ms. Shoemaker is knowledgeable of the foreign currency business process and provided valuable insight that will assist us in providing support to both TAC and the Europe District.

x. We are notifying all contract vendors that EFT is the preferred payment method. Many vendors have still not registered in the DFAS Central Contractor Registry (CCR) or registered for EFT disbursements. During April, we plan to notify all vendors that are issued a Treasury Check payment of the availability and the advantages of receiving payments by EFT. We will put notices in each payment envelope encouraging vendors to register for EFT.